**Macro Rules for Summary**

Combine GISTS onto one page and then utilize the Macro rules:

1. Delete unnecessary words or sentences.

Unnecessary words may include conjunctions,

propositions, personal pronouns, and articles.

1. Delete redundant words or sentences. Text that is redundant covers content that has previously been mentioned.
2. Substitute for super-ordinate terms for categories or collapse lists (e.g., trees for pines, oaks, and maples; housework for vacuuming, dusting, and laundry).
3. Select a topic sentence from your gists.
4. Create a topic sentence if none exists.
5. Synthesize what is left into a summary.

* Read the summary—does it sound natural? Adjustments may be needed (including the addition of connecting words and/or closing statements (Cordero-Ponce, 2000).

1. Macrorules adapted from Brown and Day (1984) and Klinger (2011) and should not be reproduced with out explicit permission.

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